

# **AGENDA**

## **MONO COUNTY GIS WORKING GROUP**

December 3<sup>rd</sup>, 2003 - 9:00 - 11:30am  
Closed Session Chambers - Bridgeport Board Room

### **POLICY ITEMS:**

- Review 2004 Scope of Work
  1. Tasks and budget allowances
  2. How to best maximize budget
- Review general ArcView instructions
- Working Group overseeing Countywide GIS Effort
  1. Present to Department Heads?
- E911 System project discussion
- Accela access status
- Other department data development
  1. CDD Housing Inventory
  2. Other?

### **TECHNICAL ITEMS:**

- ParcelViewer Kiosk
  1. Status of computer?
  2. Training?
- GPS / GIS Integration
- GIS Update Process
  1. Last run?
  2. LUD Integration - ready?
  3. Other?

# **MINUTES**

## **MONO COUNTY GIS WORKING GROUP**

November 5<sup>th</sup>, 2003 - 9:00 - 11:30am  
Closed Session Board Room - Bridgeport, Ca

<b>Participants:</b>	Nate Greenberg	Clay Neely	Pete Eilertsen
	Keith Hartstrom	Greg Newbry	Gwen Plummer

### **EXPENSE BY LINE ITEM**

Since: OCTOBER 1<sup>ST</sup> 2003:

- Maintenance and Support: 10hrs.
- Meetings: 16hrs.
- 911 Specific: 10½ hrs.
- Data Integration: 5½ hrs.
- Documentation: 2½ hrs.
- Administrative: 1hr.

### **POLICY ITEMS:**

#### REVIEW OF 2004 SCOPE OF WORK

- Discussion of how to best optimize budget for the year
  1. Meetings:
    - It was decided that meeting regularity would be cut back to quarterly, instead of monthly
    - The average Working Group meeting (in Bridgeport) requires about 7 hours of Nate's time between agendas, minutes, travel and time in meetings
      - This will cut the meeting budget down by 75% (from \$6,300 to about \$1,500 - freeing up about \$4,500 of money)
        - This money will be used primarily for trainings, but can be shuffled around based on the input of the Working Group
    - Issues that arise between meetings will be discussed via email
      - It is imperative that the group be more responsive over email since we will be meeting less but still needing to resolve issues
      - If people feel that a 'forum' or bulletin board type system would facilitate discussions and resolutions of issues, one can be setup very quickly.
    - Other options include conference calling or video conferences
    - **Next meeting will be held Wednesday, March 3<sup>rd</sup> at 9am**
      - The following meeting will be planned at that time
  2. Clay proposed using some of the System Maintenance and Support money (about \$7,500 total) be used to train IT on doing basic maintenance
    - If IT can resolve more IMS related issues on their own, more money can be freed up for Nate to do other tasks.
  3. Nate proposed taking away Task 5 (Investigating Data Development Needs) - about \$2,000 total - and using that money for the development of more documentation associated with common tasks (see 'Documentation' below).
    - It was decided that the focus of the year would not be integrating new departments or data, but taking full advantage of the system already in place
    - Some slight modifications may need to be made to the system to facilitate this

## TRAININGS

- Three training opportunities / needs were presented and discussed
  1. IT Staff Training
    - This training would be used to get Ron and other IT members up to speed on the basic configuration of the IMS
    - Overview of bringing new users online
      - Installing Java Virtual Machine, ArcExplorer, other components
      - Troubleshooting IMS access
  2. Education in Use Training
    - This training would be oriented toward general system users (associated with ArcView) and commonly used tasks within the program, such as:
      - Creation of new shapefiles
        - For library
        - For projects
      - Modification of existing data sets
      - Performing simple and complex queries
      - Designing maps and using templates
      - Extracting data from data sets
    - Associated with this training will be a 'workbook' that contains step-by-step instructions that anyone can use to walk through these tasks (already being developed).
  3. IMS / Parcelviewer Orientation and Training
    - Associated with the implementation of the Kiosks, counter staff (and anyone else interested) will have to take a training so they can help the public when they come in.
      - A one page sheet will be developed showing people how to use the ParcelViewer that can be attached to the computer at the kiosk

## DATA INTEGRATION

- It is understood that new datasets are becoming available that people want integrated into the library. A brief discussion of issues and process took place.
  - Information will be put 'online' on the Mono County Geographic Services menu system that can be referenced for information on developing the new data, getting access to Metadata request sheets, submitting the data, etc.
  - Requests for additions to library data sets must be sent to Nate, as users cannot post directly to the library
  - Only data sets that are deemed 'appropriate' and 'accurate' will be added into the library
    - Appropriate = data that represents a geographical area or topic that is great enough to provide benefit to additional users (beyond the creator or creator's department) in the future.
    - Accurate = data that was developed correctly in terms of spatial features (rules will be developed and distributed soon), and in database (key fields, naming conventions, consistency in entry)
    - All datasets must come with basic metadata information
      - A short ½ page electronic document (Word) will be developed by Nate that can be downloaded from the web and included with data submissions
    - All datasets must come in the correct projection or with a projection defined
      - More information will be available for this online as well
  - Data that does not come in this format will have to be approved by the Working Group before work is done, as it will require more time to integrate than data sets that meet the general above criteria.
  - **\*\* Please Note:** We are not trying to limit the amount of data that is developed, utilized or available in the GIS system, but rather maintain a well organized and consistent library of data.
    - Other data sets that are associated only with inter-department projects can be created without these standards in mind and still used with the system, just not integrated in the library
    - More discussion about this will take place at the User Training.

## DOCUMENTATION

- Nate is working on GIS Formal System Documentation
  - This describes what, where and how different software components on the GIS Server are installed and describes interactions and interdependencies
    - This will be predominately for IT's benefit, but others can see it if desired
    - The purpose of this document will be to understand how the server is setup should anything happen and the server need to be rebuilt
- Nate is working on General Use Instructions for ArcView, including instructions for:
  - General navigation and use of ArcView (adding data, pan/zoom, tools, etc).
  - Selecting and extracting data from existing data sets
  - Modification of existing shapefiles / datasets
  - Creation of new shapefiles /datasets
    - For internal projects
    - For library integration
  - Performing Queries
  - Creating maps and using layout templates
- ParcelViewer Quick Help Sheets are also being created that will be available to all staff via the Geographic Services menu, and posted next to the kiosk computers. These will include:
  - Layout of the ParcelViewer Application
  - Searching for properties
  - Interacting with the maps
  - Printing maps and queries
  - Using the Buffer functions

## WORKING GROUP RELATIONSHIP TO REST OF COUNTY DEPARTMENTS

- Some time was spent discussing how to best present the mission of the Working Group and GIS integration as a whole to other County departments and Department Heads
  - While the Working Group is not ready to bring new users to the table, they want to encourage them to create new data sets and maintain existing data sets in a format that is GIS compatible, which means:
    - Databases should contain a field which holds unique identifiers for every record in the dataset
    - Databases should contain a key connection field that can be used to relate the data to other existing GIS data sets (APN, etc).
    - Databases should contain consistency in the way all data in each field is entered (ie. APNs in 7 digit format, with hyphens, etc) so that queries and modifications can be performed on all records in that field in the future.
  - The Working Group would like to remain open to Department Heads or Department Staff who are working on data sets that they think or would like to eventually integrate with GIS
    - Working Group members can provide direction, oversight, and review of datasets to determine whether or not they are on the right track for future integration
  - Clay will go to manager meetings and discuss this topic and work hard for the acceptance and understanding of all departments
    - Whether they know it or not, ALL county departments develop and work with data that is compatible with GIS.
    - Concept of 'Islands' vs. 'Networks' of data / departments.
      - If data developed incorrectly data will become an island
      - If data meets some standards, it can become part of the data network and integrated in the future
  - Some simple data Heuristics can be developed and distributed to department heads and staff members that give them something to look at and think about while working with their data.

## 911 SYSTEM PROJECT

- A brief discussion regarding status of 911 project took place, and a meeting was tentatively scheduled with the appropriate members for January 7<sup>th</sup>.
- The project is moving forward and the County is likely to pursue State funding for the development of additional resources in the 911 PSAP.

#### GIS UPDATE PROCESS

- Importance of update process was reiterated by Nate at the meeting
  - Schedule is not important as long as we stick to it - if updating every month is too difficult, we should change the schedule to every other month, or quarterly
  - When the Public Kiosks get setup, the update process is very important, and it needs to be clearly presented when the last update ran
  - For now, the Working Group (and Pete / Greg / Clay) agreed that we should try to stick to the monthly schedule
    - Pete and Greg MUST have their data on the server by the 7<sup>th</sup> of the month.
    - The same instructions that were developed for them from before can be used
    - Nate will modify the permissions on the folder so that the file naming issue that both experienced will not be a problem
  - The GIS Update has not run for 3 months

#### OTHER GENERAL NOTES AND SMALLER ITEMS:

- Still waiting to hear more from Bob Floyd regarding the use and cost of Accela
- Nate and Greg will work together to get his Access database application functions integrated into the IMS
- The GPS grant through Trimble and ESRI was not awarded to the County. Other alternatives for acquiring and using GPS technology are being explored

**NEXT MEETING:**            March 3<sup>rd</sup>, 2003 - 9am  
                                 Closed Session Room - Board Room, Bridgeport